Instructions for Creating a PedNSS Summary Report

These instructions illustrate how to transform the generic PedNSS Summary Report template document into a summary report for your state/county.

In order to generate your own summary report you will need Microsoft Word and Microsoft PowerPoint software. The specific instructions provided below may not exactly match your software version and platform.

Creating your own summary report takes place in five stages:

1. Select your slides and create a new Powerpoint file.
2. Export your selected slides as .emf images.
3. Modify the template document text to reflect your state/county information.
4. Import the slide images into the appropriate places in the document.
5. Save and export the document.

Stage 1: Select your slides and create a new Powerpoint file.

a. Launch Microsoft Powerpoint and open the slides file that was sent by CDC. This file should include approximately 50 slides with your state/county data.

b. Choose File > Save As from the top menu. Browse to the folder on your desktop where you would like to save the file. Make sure that "Save As Type:" reads "Presentation (*.ppt)." In the "File name:" entry, type in "PedNSSGraphs.ppt". Click Save.

c. Now go through the presentation and delete all of the slides except the 6 that you will use in the template. These are titled as follows:

   o Trends in prevalence of low birthweight by race and ethnicity

   o Trends in prevalence of short stature among children aged <5 years, by race and ethnicity

   o Prevalence of overweight and risk of overweight* among children aged 2 to 5 years, by race and ethnicity

   o Trends in prevalence of overweight among children aged 2 to 5 years, by race and ethnicity

   o Trends in prevalence of anemia among children aged <5 years, by race and ethnicity

   o Trends in percentage of infants ever breastfed,* by race and ethnicity

d. Choose File > Save. Your "PedNSSGraphs.ppt" presentation should now consist of 6 slides. Go through the slides and change the text, if necessary, so that the titles of the slides begin with Figure 1, Figure 2, Figure 3, Figure 4, Figure 5, and Figure 6 – in the order listed above (so the first slide's title will now read "Figure 1: Trends in prevalence of low birthweight by race and ethnicity" etc.).

e. Choose File > Save (Ctrl-S).

Stage 2: Export your slides as .emf images.

a. Choose File > Save As from the top menu. From the "Save As Type:" drop down menu, select "Enhanced Windows Metafile (*.emf)". The "File name:" entry should now read "PedNSSGraphs.emf".

b. Click Save and then choose "Every Slide" from the alert window. Close the program once it has finished saving.

Stage 3: Modify the template document text to reflect your state/county data.

a. Download the pednss_summary_report.doc template document to your hard drive and open the document in Microsoft Word. Choose File > Save As from the menu and save the document using a unique name that identifies its content (for example, Illinois_pednss_summary_report.doc).

b. Click in the left box of the title on the first page and delete the text "Insert State/County Logo." With the cursor still in that box, select Insert > Picture > From File, and browse to your state/county logo. This logo should be approximately 1 inch tall and 1 inch wide and should be in a format appropriate for printing (for example, .tif or .bmp format). Images/logos created for the web in .gif or .jpg format may not reproduce clearly when printed.

c. Select Edit > Replace (Ctrl-H) from the top menu. Type [contributor] in the "Find what:" field and the name of your state/county in the "Replace with:" field. Click "Replace All." An alert message should inform you that 16 replacements were made. This action replaces the generic [contributor] entry of the template with your specific state/county name.

d. Now start at the top of the document and go through it methodically, replacing blank entries with data specific to your state/county. Blank entries are identified as __%.

e. **CAUTION**: Read the text carefully and, IF NECESSARY, modify it to reflect the data of your specific state/county. For instance, you may need to change a phrase like "overall prevalence of low birthweight decreased slightly between 1993 and 2002" to "overall prevalence of low birthweight increased significantly between 1993 and 2002." Insert language that is appropriate to your own data.

f. Remember to File > Save (Ctrl-S) periodically as you work.

Stage 4: Import the slide images into the appropriate places in the document.

a. Once you have finalized the text changes, go back through the document and insert the 6 .emf images of the slides.

b. Delete the placeholder text in the document and, without moving the cursor, choose Insert > Picture > From File. Browse to the PedNSSGraphs folder that was created when you exported the Powerpoint slides, and select the appropriate image. For example, delete the text that reads "[Add graph] Figure 1. Trends in prevalence of low birthweight by race and ethnicity" and insert Slide1.EMF.

c. When you initially insert the Slide1.EMF file it will appear too large. Double-click on the slide and a Format Picture window should appear (alternatively, you can click on the slide to highlight it and choose Format > Picture from the top menu). Click on the "Size" tab. The size dimensions under Size and Rotate: should be close to Height: 4 inches and Width: 6 inches. Under Scale: the Height and Width will likely read 53%. Make sure that the "Lock Aspect" and "Relative to Original" Size boxes are checked. Then click in the Height field under Scale: and type in 35%. Click OK.

d. The slide will now be smaller and a more appropriate size relative to the text of the document. Click on the slide to highlight it and then Center it on the page (click the Center icon in the toolbar, or choose Format > Paragraph and select Centered from the Alignment dropdown menu).

e. If necessary, use the enter key to create a blank line between the surrounding text and the slide.

f. Follow the same procedure for the remaining slides: delete the text that reads "[Add graph] Figure 2. Trends in prevalence of short stature among children aged <5 years, by race and ethnicity" and insert Slide2.EMF. Resize and center the image. Proceed on to the next instance.

g. Once you have inserted, resized and centered all of the slides, choose File > Save (Ctrl-S).

Stage 5: Save and export the document.

Go back through the document and correct any glaring formatting errors. You may wish to add a footer of your choice to the document using View > Header and Footer.

Once you are satisfied, choose File > Print to print out a test copy. Proof the printed copy to identify any necessary corrections. If possible, print the report once in color and once in black and white.

If you have Adobe Acrobat software, you may wish to export the final document in .pdf format for electronic distribution.

General considerations.

The font used in the template is Tahoma (10 point for standard text, 12 point bold for section headings). Use this font if you add additional text.

The template's right margin has been indented slightly for standard formatting purposes. If you need to reformat, you can expand the right margin slightly (choose Edit > Select All before dragging the Right Indent marker). In order to remain printer-safe, do not reduce the right indent beyond the standard margins.

If you reduce the size of the slides beyond the recommended dimensions, they will become too small to read easily. The slides should measure approximately 2.65" high and 3.97" wide (double click on the slide image and choose "Size" to view its dimensions).